

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Types of Employment
Section No.: 24

Effective Date: ~~12/16/02~~11/17/03
Supersedes Policy: ~~12/16/02~~01/19/88

I. PURPOSE

It is the objective of the Board of Supervisors to employ individuals in a variety of employment types to best meet the work requirements of the County and serve its citizens.

II. SCOPE

This policy applies to all full-time, part-time and temporary positions and employees.

III. DEFINITIONS

A. Full-Time Permanent Position

A full-time permanent position is defined as a position in which the incumbent works a full-time, ~~five-day 30, 37.5, 40 or 42 hour per week schedule for every seven calendar day period regularly scheduled workweek~~ on a continuous basis. Full-time permanent positions have no time limitation with respect to the duration of job assignment. Full-time permanent employees are eligible to receive full fringe benefits.

B. Part-Time Permanent Position

A part-time permanent position is defined as a position in which the incumbent works less than a ~~five-day, 30 hour per week regularly scheduled workweek~~ on a part-time, continuous basis. Part-time permanent positions have no time limitation with respect to the duration of job assignment. Part-time permanent employees are eligible to receive pro-rated fringe benefits.

C. Full-Time Temporary Position

A full-time temporary position is defined as a position in which the incumbent works a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Full-time temporary employees are not eligible to receive fringe benefits.

D. Part-Time Temporary Position

A part-time temporary position is defined as a position in which the incumbent works less than a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Part-time temporary employees are not eligible to receive fringe benefits.

E. Workweek

A workweek is defined as the regular workweek for full-time positions, which consists of a five-day, 30, 37.5, 40 or 42 hour per week schedule for every seven calendar day period.

IV. **PROCEDURES**

A. All positions in the County shall be characterized by one of the position employment types described in section III. A-D above.

B. Fringe benefits shall be provided to employees according to their position employment type.

C. An employee occupying two part-time permanent positions within the County shall be viewed as a full-time permanent employee for the purposes of fringe benefits if the combined position hours total a minimum of thirty ~~seven and one-half~~ (30 ~~7-1/2~~) per week and the combined position days total five (5) worked per week. In cases of retirement, the Virginia Retirement System requires that the two jobs be of the same classification.

D. Job Sharing

1. Any full-time permanent position may be job shared upon approval of the Department Head/Constitutional Officer. The combined work hours of the job-shared position shall not exceed the total hours of the full-time permanent position.
2. Job sharing may be initiated by a Department Head/Constitutional Officer when:
 - a. a position is vacant and job sharing fits the needs of the department, or
 - b. a position is filled and the incumbent agrees to or expresses a desire to job share.
3. The employment type of employees who job share shall correlate to the number of hours the employees work in a regularly scheduled workweek.
4. A Department Head/Constitutional Officer may approve job sharing for a specific period of time, normally not less than one (1) year. Job sharing arrangements may be revised with the approval of the Department Head/ Constitutional Officer on an as needed basis.

E. Re-hire After Retirement

1. Employees who have retired from the County Government may be eligible for re-hire.
 - a. Rehire into a Full-time Permanent Position
 - 1.a. After retirement, if an employee is re-hired into a full-time permanent position, the employee's retirement benefits shall cease until such time that the employee again retires.
 - 2.a. If, within one (1) year of the initial retirement, a retiree is re-hired into a full-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
 - 3.a. A retiree that is re-hired into a full-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
 - 4.a. A re-hired full-time permanent employee shall be entitled to all fringe benefits associated with full-time permanent employment status.
 - b. Rehire into a Part-time Permanent Position
 - 1.b. After retirement, if an employee is re-hired into a part-time permanent position, the employee's retirement benefits shall continue.
 - 2.b. If, within one (1) year of the initial retirement, a retiree is re-hired into a part-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
 - 3.b. A retiree that is re-hired into a part-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
 - 4.b. A re-hired part-time permanent employee shall be entitled to all fringe benefits associated with part-time permanent employment status.
 - c. Rehire into a Temporary Status Position

- 1.c. After retirement, if an employee is re-hired into a temporary status position, the employee's retirement benefits shall continue.
- 2.c. If, within one (1) year of the retirement, a retiree is re-hired into a temporary status position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
- 3.c. A retiree that is re-hired into a temporary status position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
- 4.c. Re-hired temporary status employees are not eligible to receive fringe benefits.